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Samples of Records Common to All Offices

- 1 Document Receipts
 - 2 Courier Receipts
 - 3 T. S. Logs
 - 4/6005-Secret and Below
 - 5 Personnel Files
 - 6 Employee Record Cards (OF 46)
 - 7 Training Files
 - 8 Training Record Cards
 - 9 Supply and Services Files
 - 10 Budget and Allotment Files
 - 11 Chrono Files (Reading)
 - 12 Research and Reference Material
 - 13 Revolving Funds Files
(Taxi, Imprest, Emergency)
 - 14 Reference Publications
 - 15 Library Material
 - 16 Subject Files
- Destroy after 2 years.
 - Destroy after 3 months.
 - Temporary. Retain indefinitely.
Retire to Records Center
 - Destroy after 1 year.
 - Destroy 6 months or 1 year
after separation.
 - Destroy upon separation from
Agency. If intra-agency
transfer, forward to gaining office.
 - Destroy after 3 years.
 - Destroy upon separation.
 - Destroy after 3 years.
 - Destroy after 4 years.
 - Destroy after 1 year.
 - Screen and destroy periodically.
 - Destroy after 4 years.
 - Destroy when superseded or obsolete.
 - Return to CIA Library when no
longer needed.
 - Permanent at top level, 3 years
at Division level, 1 or 2 years at
lower levels. Retention periods
will vary with location and
function.